



# EMPLOYEE TIME SHEET

## For Employee

1. Notify your Lofton office immediately if your job duties differ substantially from those originally described to you by your Lofton service representative. Your pay rate may be affected.
2. Your Lofton time sheet is due weekly and is the only documentation we accept to process your payment. Be certain to complete your time sheet neatly and correctly. Errors and omissions will cause delay in payment.
3. Realize that the length of any Lofton assignment is not guaranteed. As such, it is important to notify Lofton at the end of each assignment whether or not you are available for other assignments. Failure to do so may cause you to be ineligible for unemployment benefits.
4. You may not operate or drive any motorized vehicle or operate any machinery (except office machinery), without Lofton's prior approval.
5. Follow these instructions for completing your time sheet:
  - \* Record Sunday's date as week ending date. Lofton's workweek is Monday through Sunday.
  - \* Include your social security number.
  - \* Sign your time sheet. Your signature must appear on all time sheets before payment is processed.
  - \* Do not include lunch time in total hours box. Report time each day to the nearest 1/4 hour (.25, .50, .75).
  - \* Check the appropriate assignment status indicating if you are continuing to work at the client to which you were assigned or have completed your assignment and are available to work.
  - \* Secure the signature of an authorized representative of the client's firm to which you were assigned verifying your hours worked. Time sheets will not be accepted for payment unless they are signed by the client.
  - \* Use a separate time sheet for each assignment and a separate time sheet for each week's work.

## For Client

1. Lofton incurs considerable expense to recruit, evaluate and retain its assignment employees. To offset these expenses and any further revenue loss. Lofton reserves the right to charge the client a fee in the event the client hires the employee named on this time sheet before, during or after an assignment with the client company. The fee will be calculated at 1% per \$1,000 of salary with a minimum of 15% and a maximum of 30%. This policy will apply unless there is a written agreement with Lofton management specifying different terms. This fee is in addition to any service hours billed to the client up to the date of hire. Contact your Lofton office for additional information.
2. Lofton will bill you for the hours listed on this time sheet. Overtime hours will be billed at time-and-a-half. Make no payment directly to any Lofton employee.
3. Lofton employees are assigned on the basis of a particular job description and are not to change job duties without Lofton's prior approval.
4. Lofton employees may not operate or drive any motorized vehicle or operate and machinery (except office machinery) without prior written consent. You assert that your work site complies with OSHA and other applicable rules and regulations.
5. Lofton assumes no responsibility if our employees handle cash, securities or other valuables without our prior written consent.
6. Lofton accounting employees cannot render a professional opinion on any financial statement on behalf of Lofton. Lofton accounting employees cannot sign their names or the Lofton name to any financial statement or any tax return while on assignment at an Lofton client.
7. Lofton requires a four-hour work minimum for each employee assigned to your company.

<b>WEEK ENDING DATE (SUN) SOCIAL SECURITY NO.</b>					
Month	Day	Year			
<b>EMPLOYEE NAME (PRINT)</b>				<b>ASSIGNMENT NO.</b>	
<b>COMPANY NAME (PRINT)</b>				<b>DEPT./COST CENTER#</b>	
<b>ASSIGNMENT STATUS:</b> <input type="checkbox"/> CONTINUING <input type="checkbox"/> COMPLETED <input type="checkbox"/> AVAILABLE					
I certify that I have worked the hours shown on this time sheet and I have read, understand and agree to follow the instructions printed on the side. I also certify no accident or injury was sustained while working on the assignment unless so noted.					
X					
EMPLOYEE SIGNATURE					
<b>TIME SHEET DUE PROMPTLY</b>					
<b>LINE OUT DAYS NOT WORKED - ROUND TO NEAREST 1/4 HOUR (.25, .50, .75)</b>					
DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	DAILY TOTAL
MON					.
TUE					.
WED					.
THU					.
FRI					.
SAT					.
SUN					.
STRAIGHT TIME HOURS				→	.
OVERTIME HOURS				→	.
<b>CLIENT AUTHORIZATION</b>					
<b>NAME (PRINT)</b>				<b>PHONE</b>	<b>EXT</b>
<b>WRITE IN TOTAL HOURS AND FRACTIONAL HOURS (.25, .50, .75)</b>					
→					.
I certify that the above Lofton employee worked the hours listed on this time sheet and agree to the terms and conditions set forth on the side.					
X					
AUTHORIZED SIGNATURE					

### Lofton Payroll Fax Numbers

Baton Rouge, LA  
(225) 230-5581

Covington, LA  
(504) 835-8752

Gonzales, LA  
(225) 644-7171

Houma, LA  
(985) 876-6587

Lafayette, LA  
(337) 269-0515

Lake Charles, LA  
(337) 433-7380

New Orleans, LA  
(504) 835-8752

Beaumont, TX  
(409) 833-0833

Houston, TX  
(713) 975-7090

Little Rock, AR  
(501) 904-2159

Jackson, MS  
(769) 243-8496